



DEPARTMENTS OF THE ARMY AND THE AIR FORCE

NATIONAL GUARD BUREAU
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ARLINGTON, VA 22204-1382

NGB-ARL (700)

23 February 2000

MEMORANDUM FOR The Adjutants General of All States, Puerto Rico,
The Virgin Islands, Guam, and The District of
Columbia

SUBJECT: All States (Log Number I00-0018) United States
Government Fuel Credit Cards

1. The use of fuel Credit cards is governed by the terms of the respective Department of Defense (DoD) or General Services Administration (GSA) contract. For information on the current contract, activities should access the Defense Energy Support Center (DESC) Web site at (<http://www.desc.dla.mil>).
2. Products and services purchased with the Voyager card will be for official use only. Maintenance, repairs, and emergency services are now available on both the GSA and DoD credit cards. There are established limits and required authorizations for the credit card use. The State fleet managers should provide guidance on credit card limits and authorizations based on GSA procedures and management controls.
3. All States should maintain internal controls for fuel credit card purchases within the Army National Guard. Previous Army audits and Command Logistics Review Team visits indicated incomplete reconciliation of credit card fuel purchases and their dispositions.
4. The automation services provided by the new United States Bank-Voyager fuel cards are causing difficulties in tracking purchases and verifying monthly bills. Changes are being sought to improve the billing process. However, to ensure effective and efficient means of processing the billing and payments, it is crucial that strict accountability procedures are followed.

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5. At a minimum, all States should implement the following procedures when using the Voyager fuel card:

a. Personnel using the Voyager fuel cards are to follow the procedures set forth in the DESC Handbook 4280.1, Government Vehicle Operator's Guide, and the Voyager User's guide. These references also list authorized firms where the card may be used and DESC and Voyager distribute the list to the United States Property and Fiscal Officer (USP&FO) in each state. Purchases from non-participating firms should be recouped from the individual making the purchase.

b. The Voyager card should be centrally controlled, in accordance with AR 190-51, para 3-13, by the unit custodians and managed at the USP&FO. Fuel credit cards should be secured in a locked container with controlled access. Fuel cards will be controlled using a logbook or DA Form 5830R, IAW DA PAM 710-2-1. The logbook must reflect the signature and rank of the individual to whom issued, serial number, date and time signed out, and returned.

c. It is the responsibility of the users to ensure that all entries on the receipt documents are legible and complete. Personnel failing to properly complete these records should be held financially responsible for the services and supplies purchased.

d. Supervisors must verify fuel purchase documents to ensure that only authorized purchases are made from participating firms. It is the supervisor's responsibility to ensure all receipt documents are forwarded to a central point of contact in the State or Territory for completion of the accounting and reimbursement procedures.

e. The supervisor should be made aware that personnel in the accounting and reimbursement channels will check for completeness of documents using statistical sampling procedures. It is possible that supervisors may be held responsible for unauthorized purchases which are forwarded through accounting channels from their activity.

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f. Voyager fuel cards should not be used when government refueling facilities are available. The Voyager fuel card cannot be used to purchase aviation fuels and products.

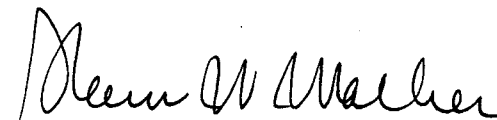
g. Improper handling and use of Fuel Credit Cards creates the potential for fraud, waste, and abuse. The use of credit cards to purchase fuel and services requires stringent internal controls to ensure proper procedures are followed and funds are not wasted. All activities should take action to ensure the proper care and management of fuel cards.

6. This memorandum expires one year from date of publication, unless sooner rescinded or superseded.

7. Point of contact is MAJ Chris Chandler, Petroleum and Water Item Manager, at 703-607-7498 or DSN 327-7498.

8. The Army Logistics Division, Keeping the Guard Ready.

FOR THE CHIEF, NATIONAL GUARD BUREAU:



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CF:

USP&FO Each State

DOL Each State

State Inspector General

State Fuel Manager

NGB-IG

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